MINUTES

INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD
March 3, 2004
Richmond, Virginia

MEMBERS PRESENT: James F. McGuirk, II, Chairman
                                Len Pomata
                                John C. Lee, IV

MEMBERS ABSENT: Chris Caine

OTHERS PRESENT: Lem Stewart, Chief Information Officer
                                Cheryl Clark, Deputy Chief Information Officer
                                Jerry Simonoff, VITA Strategic Management Services Director
                                Dan Ziomek, VITA Project Management Division
                                Jo Jo Martin, VITA Project Management Division
                                Paul Lubic, VITA Policy, Practice & Architecture Division
                                (See Attached Attendance Log)

Call to Order

Chairman McGuirk called the Information Technology Project Review Committee meeting to order at 10:00 a.m. and acknowledged that a quorum of the members was present.

Approval of Minutes

Chairman McGuirk called for approval of the minutes.

MOTION: A motion was made by Mr. Lee that the minutes of the January 7 and February 4, 2004, meetings of the IT Project Review Committee be approved as written. Seconded by Mr. Pomata, the motion carried unanimously.

Committee Administration and Staff Support

Mr. Dan Ziomek, manager of the Project Management Division (PMD), advised Committee members that the Department of General Services has requested to make a presentation to the Committee on eVA, the Commonwealth's Electronic Procurement System, and to discuss establishing eVA as a procurement standard. Discussion followed on the use of eVA by state agencies. Mr. Walt Kucharski, Auditor of Public Accounts for the Commonwealth, presented several questions that the Committee may want the Department of General Services to address

during the presentation. Committee members agreed to invite the Department of General Services to brief them on eVA at their April meeting.

STAFF ACTION: Issue invitation to the Department of General Services to give a briefing on eVA at the Committee's April meeting and to address the status of agencies using eVA and agencies using interfaces to eVA.

Mr. Ziomek updated Committee members on staff actions directed at previous meetings. He advised that staff was proceeding with development of cost benefit analysis guidance for incorporation in the Project Management Guideline.

Mr. Ziomek reported that staff had begun work on the development of a Project Management Standard, noting that the standard would replace interim IT project and procurement procedures currently in place. The draft standard should be ready for review in May. Mr. Lee requested to see what the staff had developed so far with regard to the Project Management Standard.

STAFF ACTION: Submit preliminary outline for the Project Management Standard to Committee members.

Mr. Ziomek advised that an invitation had been sent to Joy Hughes of George Mason University to brief the Committee on the *Virginia Higher Education IT Collaborations* report, and that he would try to schedule the briefing within the next couple of months.

Virginia Department of Transportation (VDOT) – Notice of Suspension to Financial Management System II Upgrade Project

Mr. Ziomek reported that a letter had been received from VDOT advising that the Financial Management System II Upgrade Project was being suspended due the impact of Hurricane Isabel on agency resources. The project had been approved last October by the IT Investment Board. Mr. Ziomek presented a suggested response for Committee members to consider and asked for guidance on how the Board would like to handle projects that move from active to suspended or terminated status. Discussion followed. Committee members agreed that future suspension requests would be brought to the attention of the Committee at the discretion of the CIO and that the CIO would handle acknowledgment of resulting actions.

MOTION: A motion was made by Mr. Lee that the suggested letter, acknowledging the suspension of the Financial Management System II Upgrade Project and reminding them of certain requirements for reactivation, be modified for the CIO's signature and sent to VDOT. Seconded by Mr. Pomata, the motion carried unanimously.

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<u>Commonwealth Technology Management Policy</u>

Ms. Judy Marchand, a member of the Project Management Division staff, reminded Committee members that the final draft revision of the Commonwealth Technology Management Policy had been previously forwarded to them and the Board for their review and action at their March meetings. Ms. Marchand noted that the higher education policy issues had been referred to VITA management and would be addressed in a future revision of the policy. The issue relating to the definition of a major project had been referred to the Board's Legal and Legislative Committee. Discussion followed.

MOTION: A motion was made by Mr. Lee that the revised Commonwealth Technology Management Policy be approved and recommended for approval to the IT Investment Board. Seconded by Mr. Pomata, the motion passed unanimously.

<u>Commonwealth Enterprise Architecture – Platform Architecture Report</u>

Mr. Paul Lubic, manager of the Policy, Practice and Architecture Division, reported that the Committee and the Board had had the Platform Architecture Report to review since February. Mr. Lubic explained that the report addressed the platform architecture recommendations for state agencies and was part of the Enterprise-wide Technical Architecture. He advised that once the report is approved, staff will develop applicable policies, standards and guidelines. Mr. Lubic reported that no comments were received on the draft report except for a minor wording change.

Mr. Lubic requested that the Committee consider approval of the report and recommendation to the Board for approval and promulgation. Discussion followed on the process used to develop the report, the schedule for completing the other architecture domains, and development of the business architecture.

Responding to a question from Mr. Lee on the CIO's review of the document, Ms. Cheryl Clark, Deputy CIO, reported that CIO Lem Stewart had reviewed the report and was recommending it for approval.

Mr. Simonoff discussed a staff summary document on the product/manufacturer oriented implications of the report.

MOTION: A motion was made by Mr. Lee that the Platform Architecture Report be approved and recommended to the full Board for approval. Seconded by Mr. Pomata, the motion carried unanimously.

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Annual IT Investment Board Recommended Technology Investment Projects Report to Governor and General Assembly

Ms. Marchand briefed Committee members on the Annual IT Investment Board Recommended Technology Investment Projects Report to be submitted to the Governor and General Assembly on September 1, 2004. Ms. Marchand explained that the report, mandated by the *Code of Virginia*, recommends funding priorities for planned technology investments. Discussion followed on the proposed selection process, project selection criteria and the timeline for completion of the report.

Committee members agreed that staff should move forward with the proposed selection process and project selection criteria; however, they requested that the proposed timeline be modified to allow additional time for Committee and Board review of the draft report.

STAFF ACTION: PMD staff will modify timeline for completion of the Recommended Technology Investment Projects Report to allow additional time for review by the Committee and Board. The new timeline will be forwarded to Committee members.

Commonwealth Portfolio and Preliminary ITIB Report Designs

Chairman McGuirk acknowledged that due to time constraints, presentations on the Commonwealth Portfolio and Preliminary ITIB Report Designs, along with the Dashboard demonstration would have to be deferred until the Committee's April meeting.

Mr. Ziomek then asked Ms. Jo Jo Martin to discuss two significant reports proposed for inclusion in the Recommended Technology Investment Projects Report going to the Governor and General Assembly on September 1.

Ms. Martin explained that one of the reports would list recommended IT projects in four categories by Secretariat, and the other report would list the recommended IT projects by ranking. Ms. Martin asked for feedback on data elements included in the report, further explaining that the information would need to be included in the strategic planning guidance going out to the agencies by mid-April. Discussion followed on the data elements in the report and the priority ranking process.

STAFF ACTION: PMD staff will provide Committee members with information on the ranking process and request feedback on data elements of the report.

Other Business

Mr. Ziomek presented a draft memorandum to be sent to Agency Heads from the CIO concerning clarification of the review process of projects proposed under the Public-Private Educational Facilities and Infrastructure Act (PPEA) of 2002. The PPEA provides the

opportunity for state agencies and institutions of higher education to consider solicited and unsolicited proposals for innovative approaches to fund and develop a wide range of facility and infrastructure projects, including those dealing with technology. He advised that the draft memorandum was being provided to members for their information about how the PPEA process and the CIO and IT Investment Board review and approval requirement link up.   Discussion followed.   Committee members expressed an interest in having the Board briefed on the VITA PPEA process.

Public Comment

Chairman McGuirk opened the floor to public comment.

Ms. Debbie Adams, with NewTech Solutions, expressed concerns over the possible adoption of eVA as a procurement standard.   Chairman McGuirk asked Ms. Adams to provide her written concerns and questions to Mr. Ziomek so the Committee would have them before the Department of General Services' presentation on eVA at their April meeting.

Future Committee Meetings

Committee members requested that the Commonwealth CIO Lem Stewart be available to participate in future meetings of the IT Project Review Committee.

Adjournment

The meeting was adjourned at 12:30 p.m.

Minutes approved by the IT Project Review Committee on May 5, 2004.

ATTENDANCE LOG

C. W. Laugerbaum	Indigetech
Fred Norman	CVC, LLC
Debbie Adams	NewTech Solutions
Joyce Cymerman	IBM
H. F. Jones	Venturi Technology Partners
Catherine Stark	EDS
Theresa Anderson	Department of Social Services
Tracy Surratt	Auditor of Public Accounts
Walt Kucharski	Auditor of Public Accounts
Jason Powell	JLARC
Danny Berrier	SUN
Tracy Baynard	McGuireWoods Consulting
Erin Fitzgerald	AMS
Bill Casey	Unisys
Michael King	Northrop Grumman
Linda Hening	Virginia Information Technologies Agency
Sally Love	Virginia Information Technologies Agency
Judy Marchand	Virginia Information Technologies Agency
George Williams	Virginia Information Technologies Agency
Constance Scott	Virginia Information Technologies Agency
Diane Wresinski	Virginia Information Technologies Agency
Bernie Hill	Virginia Information Technologies Agency /VDOT
Kelley Hellams	Virginia Information Technologies Agency
Ann Sells	Virginia Information Technologies Agency
LaVerne Branch	Virginia Information Technologies Agency
Debbie Dodson	Virginia Information Technologies Agency
Roz Witherspoon	Virginia Information Technologies Agency
James Wilson	Virginia Information Technologies Agency